

U.S. Embassy Baghdad CONSTRUCTION SOLICITATION SUBMITTAL TEMPLATE

This template corresponds to Section L - Instructions, Conditions, And Notices To Offerors Or Quoters, L.5.2 Detailed Instructions.

Use this template to classify the supporting documents when submitting of your proposal. Be sure to include all documents and information required in the solicitation and attach them to the corresponding cover sheets in this template – omission of any document or information required may render your proposal technically unacceptable - see Section M, Evaluation Factors For Award.

IMPORTANT NOTICE

Use of this template is not mandatory

The purpose of this template is to provide aid and general guidance to offerors in the collection and organization of the supporting documentation submitted with their proposals. It in no way limits the documentation which must be provided to the documents specified in this template. Offerors may provide any additional documentation they feel is relevant in support of their offer. If asked by the Contracting Officer, the offeror shall provide documents in addition to the ones listed in the solicitation and this document.

VOLUME I

Standard Form (SF) 1442 and Section K

Required by Section L.5.2.1

Attach the following documents to this page:

1. Standard Form (SF) 1442 - Complete blocks 14 through 20C of the SF 1442
2. Section K - Representations, Certifications And Other statements Of Offerors Or Quoters

VOLUME II

Price proposal and Section B

Required by Section L.5.2.2

Attach the following documents to this page:

1. Section B. Fill in B.1 CONTRACT PRICE
2. Section J, Attachment 4, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS. Complete all applicable portions of this form in each relevant category (such as., labor, materials, etc.).

Volume III

Performance schedule and Business Management/Technical Proposal.

Required by Section L.5.2.3

Attach the following documents to this page:

- a) The bar chart indicating when the various portions of the work will be commenced and completed within the required contract completion schedule
- b) The Business Management/Technical Proposal shall be in two parts, including the following information:

Volume III

PART 1 - PROPOSED WORK INFORMATION

1. Names, addresses and telephone numbers of the owners, partners, and principal officers of the Offeror

Full Name	Address	Telephone	Function

Volume III

PART 1 - PROPOSED WORK INFORMATION

2. The name and address of the Offeror's field superintendent for this project

Name: _____

Address: _____

Phone: _____

Volume III

PART 1 - PROPOSED WORK INFORMATION

3. A list of the names, addresses, and telephone numbers of subcontractors and principal materials suppliers to be used on the project, indicating what portions of the work will be performed by them.

Subcontractor	Address	Telephone	Portion of work

Volume III

Part 2 - EXPERIENCE AND PAST PERFORMANCE

(1 Sheet per contract - attach as many descriptions of past performance as you feel necessary)

Customer's name, address, and telephone numbers of customer's lead contract and technical personnel;

Contract number and type;

Date of the contract award place(s) of performance, and completion dates;

Contract dollar value;

Brief description of the work, including responsibilities;

Comparability to the work under this solicitation;

Brief discussion of any major technical problems and their resolution;

Method of acquisition (fully competitive, partially competitive, or noncompetitive), and the basis for award (cost/price, technical merit, etc.);

Cost/price management history, including any cost overruns and under runs, and cost growth and changes;

Percent turnover of contract key technical personnel per year;

Any terminations (partial or complete) and the reason (convenience or default);

Identify any accidents or safety concerns that occurred and resolution.